

# APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date	Div. Of Mental Health And Mental Retardation	Application Number
8/2/82	Mental Retardation Section	76-273-A
Application Number	47 Trinity Ave., Room 307-H	Date Received
82-29	Atlanta, Ga. 30334	NOV 29 1982
		Date Completed
		JAN 19 1983

2. Person to Contact	Working Title	Telephone Number
Jeanne Terhume	Secretary	656-6370

3. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☒ Amend Application No. 76-273 Check One: ☒ Change; ☐ Supersede; ☐ Void

Change Retention Instructions

4. Dates of Series	5. Records Series Title (followed by title used in office; if different)
Earliest	
Latest	
	Mental Retardation Section Director's Subject Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

X

7. Records Series Description

This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to:

Included are:

The file is arranged :

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old \_\_\_\_\_ ; Seven to twelve months old \_\_\_\_\_ ; Thirteen to twenty-four months old \_\_\_\_\_ ; twenty-five months and older \_\_\_\_\_

9. Annual Rate of Accumulation or Records

Letter-size drawers \_\_\_\_\_ ; Legal-size drawers \_\_\_\_\_ ; Shelves \_\_\_\_\_ ; Other (Specify) \_\_\_\_\_

YES NO 10. Questionnaire (Place an "X" in the proper column)

	a. Is this the official copy of the series? If not, where is it?
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	c. Is this a vital record?
	d. Does this series have historical or long term research value?
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	f. Is the information contained in this series ever published? If yes, attach copy.
	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	i. Is this series (or a major portion of it) regularly microfilmed?
	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>4</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

*Office reference requirements*

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Steve Frantz</i>	11/15/82	<i>Paul C. Murphy</i>	8/2/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Edward Wilson</i>	12/29/82
		<i>Edward Wilson</i>	12/22/82
		<i>Edward Wilson</i>	12/22/82



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date June 11, 1976	1. Agency Address Department of Human Resources Division of Mental Health & Mental Retard. Mental Retardation Section 47 Trinity Ave., Rm. 542-H Atlanta, Ga. 30334	Application Number 76-273	Date Received JUL - 9 1976
Application Number DHR-57		Date Completed AUG 10 1976	
2. Person to Contact Budd Hughes		Working Title Assistant Division Director	Telephone Number 656-6370
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973	Latest Present	5. Records Series Title (followed by title used in office, if different) Mental Retardation Section Director's Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health & Mental Retardation administers the mental health, mental retardation and other developmental disabilities, drug abuse, alcoholism, and training and research programs. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers. The Mental Retardation Section is one of the programmatic sections of the Division of Mental Health and Mental Retardation. The Mental Retardation Section offers specialized services (primarily focusing on the mentally retarded with the I Q range of 0-55) administered through a comprehensive system of institutional and community services programs. The specialized services are provided through the following major programs; 1) Day Training and Work Activity Programs, 2) Group Homes, 3) Institutional Services, 4) Family Care Homes 5) Foster Grand-parent Programs.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: all areas of interest and responsibility of the Director of Mental Retardation Section.  Included are: correspondence, reports, studies, memos concerning policy and procedure for the operation of Mental Retardation Training Centers, Group Homes, Institutions, etc., legislative and budget material, newsletters, personnel files, communications with state and federal officials and other documents relating to the functional areas of the Section.  File is arranged: alphabetically by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>2</u> Lateral 36"			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 5 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Previous reference experience

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>E. Budd Hughes</i>	7/7/76	<i>William J. McDonald</i>	6-14-76

  

State Records Committee (Signature)		Date
State Auditor/Designee	<i>Robert J. Smith</i>	8-6-76
Secretary of State/Designee	<i>Carroll Hart</i>	8-4-76
Attorney General/Designee	<i>Pat Thell</i>	8-9-76

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)